

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Lieutenant

Promotional or Lateral Transfer Opportunity

Please follow the specific application filing instructions at the bottom of this page!

Open To: DOC ONLY

Location: Correctional Transportation Unit

Hours: Monday – Friday, 1st shift, 40 Hours per Week

Salary: \$59,002.00 - \$77,954.00

Closing Date: Tuesday, December 24, 2013 at 4:00 p.m.

Eligibility Requirement:

Candidates must have applied for and passed the Correctional Lieutenant exam and be on the current certification list promulgated by the Department of Administrative Services. Department of Correction employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

General Experience: Four (4) years of experience in correctional work.

Preferred Experience:

Candidates with the following knowledge, skills and abilities will be given preference:

- Oral and Written Communication skills
- Computer Skills – Microsoft Access, Excel, Word, SABA (LMS)
- Excellent Organizational skills
- Knowledgeable in AD 6.4 & 6.5
- Monitor and manage shift assignments, overtime, swaps, accruals, paid and unpaid time used
- Maintain and audit logs of daily unit activity, including routes and schedules
- Maintain personnel records and adhere to strict confidentiality requirements

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Current Department of Correction employees who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf:

Please reference Position **37703** on your cover letter and application.

**Patty Meskers, HRS
CT- DOC, Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-7615**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.